

## Board of Library Trustees

Shrewsbury Public Library  
Board of Library Trustees  
October 25, 2005

Chairman George Strom called the October 25<sup>th</sup> meeting of the Board of Trustees of the Shrewsbury Public Library to order at 7:00pm.

Trustees Present: Joan Barry  
Barbara Carpenter  
Carol Cullen  
Carl Larson  
Kevin McKenna  
Fran Whitney

Trustees Absent: Alice Canty  
Rosemary Rennie

Ellen Dolan, Library Director attended

Visitor: Mark Adler

Approval of Minutes: Motion to approve the minutes of the September 27<sup>th</sup> meeting- Fran Whitney  
Second- Joan Barry  
All in favor

Approval of director's report: Motion to approve director's report- Carol Cullen  
Second- Fran Whitney  
All in favor

### Budget & Finance

FY2006 budget is in line with expected expenditures to date.

State Certification – MAR Waiver process: Ellen with reports from the Town Manager and Town Accountant has submitted the report. We should know the results of our request for waiver in January.

Energy Costs: The temperature has been lowed throughout the building to conserve energy costs. Ellen reported that the Town Manager has said any energy overruns must be handled in each department's budget.

FY2007 Budget plans: The Town Manager has said to expect another tough year for the budget. Ellen gave the board copies of her first draft of budget based on out FY07 action plan.

#### Building Project Planning:

Building Design Budget: There is \$5,258.44 left in the design account.

Fundraising Committee Update: A meeting for prospective members was held on October 19<sup>th</sup>. It appears that we will have a good base to build the committee on. Ellen will contact Kevin Bryne and Moe DePalo to set a date for the next meeting.

Fundraising Feasibility study: Ellen reported that if Trust funds are used for this purposes we do not have to have meet the RFP requirements.

Letter requesting Meeting: Ellen gave each board member a copy of letter to the Board of the Shrewsbury Credit Union requesting a meeting to discuss our mutual concerns regarding the library parking.

#### Building & Grounds

Elevator compliance work: The elevator cylinder does meet safety requirements. Ellen has signed a contract for work to fix the other problems found during the inspection.

"Drop off point" for book returns: Ellen will explore with police regarding traffic flow to determine a safe drop off point for patrons using the book drop during open hours.

Front walkway lights: the Town has removed the old lights on the front walk and installed ones that are more in keeping with those on the common.

Damage from last rainstorm: The last rain resulted in further damage to the ceilings in the mechanical and elevator rooms. Ellen took trustees on tour of new rain damage.

Railings have been replaced on the front stairs.

Certificate of building inspection has been received. Ellen thanked the assistant Building Inspector for coming in after hours to complete the inspection.

Technology: The MP3 player has been purchased and is being demonstrated to the staff.

## Legislative

Library Construction Bond bill: Ellen reported that there are two bills up for consideration the Senate Bill requests \$75,000,000 and the bill submitted by the Governor requests \$72,000,000. The time schedule appears to indicate that we would not get funding before 2008.

## Gifts and Grants

Donoghue Trust draft: This is moving along. Chairman Strom has requested one change in the draft.

Financial and Compliance report: These have been submitted to the State for our State Aid

## Personnel

Director's Annual Review: Motion to hold the Director's review in November this year only- Carol Cullen

Second- Carl Larson

All in Favor

Annual Review system for all employees: Ellen submitted a proposed form to be used for staff review. The process will begin with managers and then go onto other staff members.

Resignation: Ellen announced that the Electronics Librarian has resigned effective November 4<sup>th</sup>.

## Miscellaneous:

Library Website was again this month the most visited website on the Town Web.

Motion to adjourn- Carol Cullen

Second- Fran Whitney

All in favor

Meeting adjourned at 8:15pm

Submitted by Barbara A. Carpenter

